

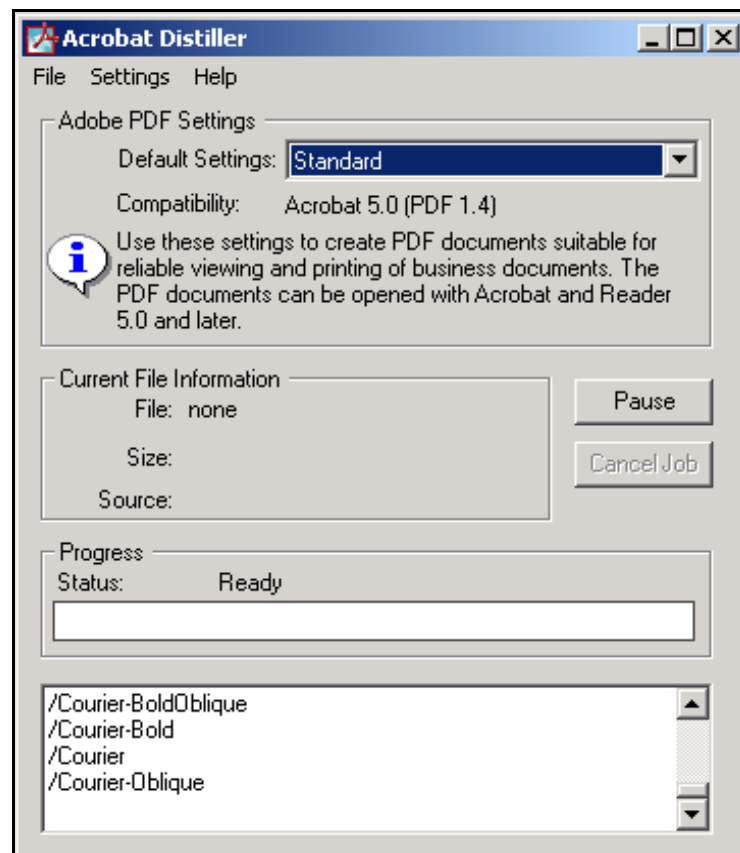
<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter I</p> <p style="text-align: center;">Getting Started</p>
	<p>Section 9</p> <p style="text-align: center;">Specific Instructions for Acrobat 6</p>

- I. **Configuring Acrobat 6 to be Backwards Compatible**
- II. **Configuring your TWAIN Driver Options (one-time procedure)**
- III. **Scanning Directly to Acrobat 6**
- IV. **Applying the Reduce File Size Feature**

I. Configuring Acrobat 6 to be Backwards Compatible

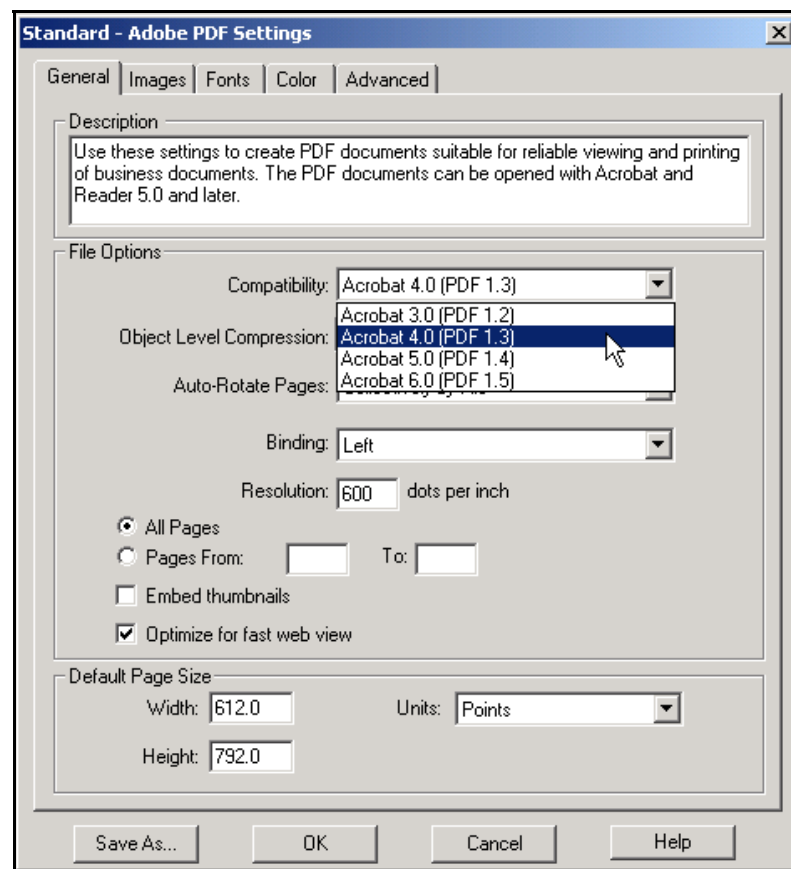
The following information details the step necessary to insure that files created in Acrobat 6 can be viewed in previous versions.

STEP 1 Click **Advanced > Acrobat Distiller**. The **Acrobat Distiller** application opens.



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- STEP 2 Choose **Settings > Edit Adobe PDF Settings**.
The **Standard - Adobe PDF Settings** dialog box appears.



- STEP 3 In the **General** tab, choose **Adobe 4.0 (PDF 1.3)** from the **Compatibility** drop-down list.
- STEP 4 In the **Fonts** tab, verify that the **Embed all fonts** checkbox is checked.
- STEP 5 Click **OK**. The **Save Adobe PDF Settings As** dialog box appears. Keep the default file name and location.
- STEP 6 Click **Save**. The new settings are saved as the default.

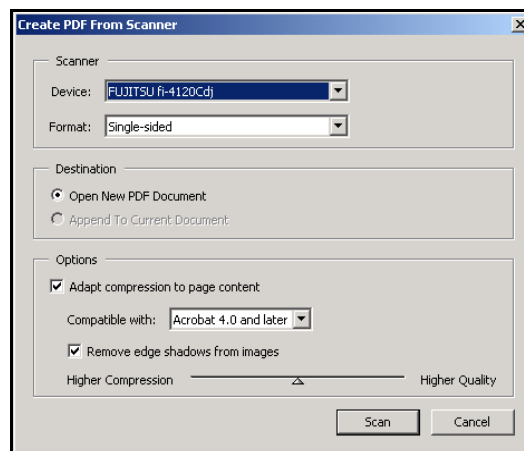
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II. Configuring your TWAIN Driver Options (one-time procedure)

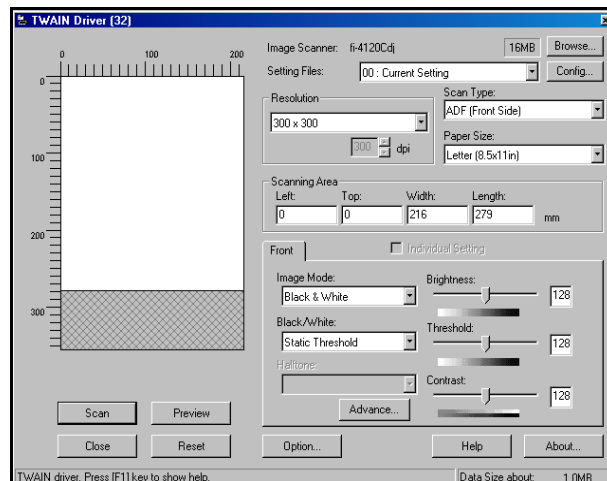
These steps are to configure your scanning options prior to your first scan. It will save time during the scanning process.

STEP 1 Make sure your computer is connected to a scanner.

STEP 2 Click **Create PDF > From Scanner**. An **Adobe Scan Plug-in** dialog box appears.

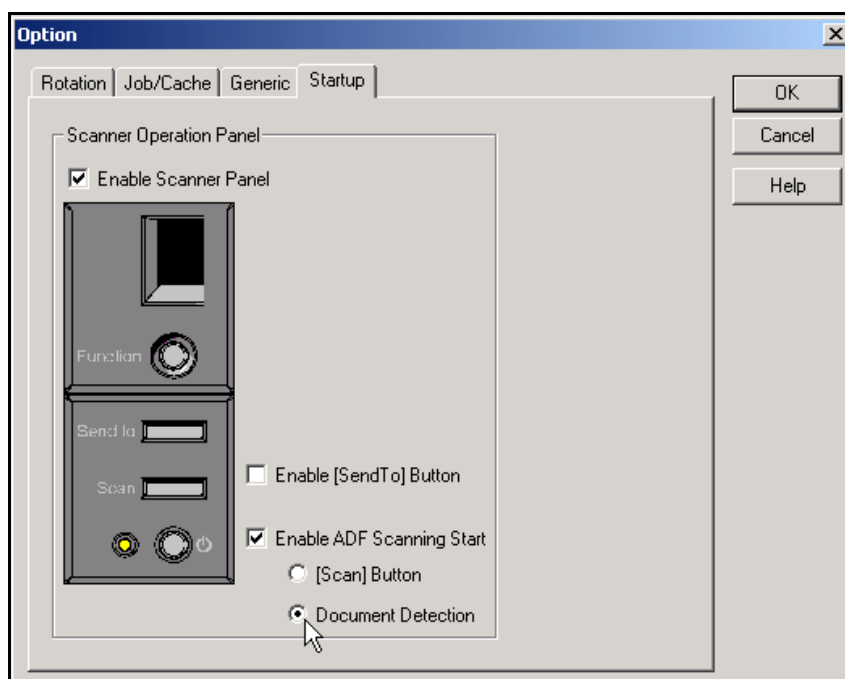


STEP 3 Click **Scan**. The **TWAIN Driver (32)** dialog box appears.



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- STEP 4 If necessary, choose **300 x 300** from the **Resolution** drop-down list.
- STEP 5 If necessary, choose **Black & White** from the **Image Mode** drop-down list.
- STEP 6 Click **Option....** The **Option** dialog box appears.
- STEP 7 Activate the **Startup** tab.
- STEP 8 Check **Enable Scanner Panel**.
- STEP 9 Check **Enable ADF Scanning Start**. Select the **Document Detection** radio button.
- STEP 10 Click **OK**.
- STEP 11 Click **Close**. A prompt appears indicating you have canceled scanning.



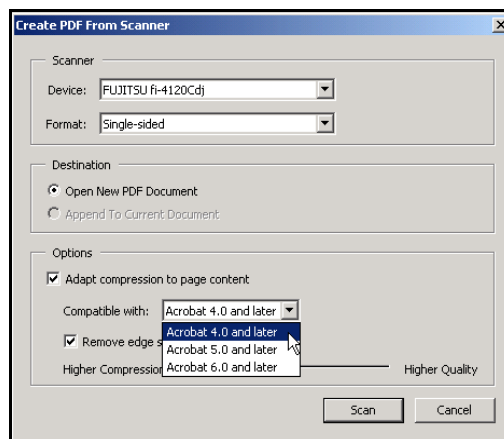
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III. Scanning Directly to Acrobat 6

STEP 1 Click **Create PDF > From Scanner**. The **Create PDF from Scanner** dialog box appears.

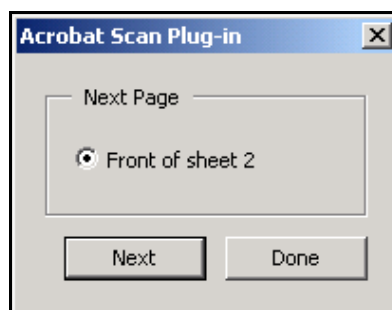
STEP 2 Choose your scanner from the **Device** drop-down list.

Choose **Acrobat 4.0 and later** from the **Compatible with** drop-down list.



STEP 3 Click **Scan**. The TWAIN Driver (32) dialog box appears. The document scans.

STEP 4 An **Acrobat Scan Plug-in** dialog box appears. Click **Done**.



IV. Applying the Reduce File Size Feature

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Rather than use the **Save** or **Save As...** commands, we use the **Reduce File Size** command to save Acrobat 6 documents to preserve backwards compatibility. These instructions should be used anytime a document is scanned directly to Acrobat 6, or if changes are made to an existing Acrobat 6 document. Example of changes: deleted or inserted pages.

STEP 1 If necessary, scan or open the document.

STEP 2 Click **File > Reduce File Size**. The **Reduce File Size** dialog box appears.



STEP 3 If necessary, choose **Acrobat 4.0 or later** from the **Compatible with** drop-down list.

STEP 4 Click **OK**. The **Save As** dialog box appears.

STEP 5 Name and save the file.

NOTE: We recommend checking document properties after saving by pressing **CTRL+D**. The PDF version field should read **1.3 (Acrobat 4.x)**